

CCS Requirements Review & Approval Process

9/30/96

This process defines the approach for development, review and approval of the CCS Requirements.

Development

CCS requirements are being developed based on 1) Legacy requirements from current ground system document sources, and 2) requirements derived by the CCS teams from the Top-Down Architecture specification, Process Model, and user community input. Approval of the CCS Requirements baseline is contingent on establishing traceability to the Legacy requirements. The requirements will be developed and reviewed in phases to create an incremental baseline, as follows:

- System Level: Definition of high level requirements and external interfaces (context diagram)
- Level 1: High level functional requirements
- Level 2: Subsystem requirements
- Level 3: CI requirements

CCS will populate the Engineering Repository with approved requirements including the source reference to establish traceability back to the legacy requirements. All legacy requirements within the CCS domain are being dispositioned as specified in the requirements checklist (attached). Legacy requirements that are determined to be covered by CCS will be annotated with the new CCS requirement id to establish forward traceability. Those legacy requirements that are determined not to be in CCS will be annotated with a comment stating the reason (e.g. obsolete) and kept in a separate database for user community review.

Review

1. The HST Operations Manager will establish an Integrated Product Team (IPT) to serve as the requirements review team. This team should include representation from Operations, STScI, CCS PDT, and test facilities, and will have the responsibility for completing the review of the requirements and the authority to make decisions regarding the disposition of a given requirement.
2. The IPT will be given the review package and a date by which the review must be complete.
3. The IPT will review each requirement in the package and make a determination of its validity. Any issues which cannot be resolved by the team within the allotted time will be identified and forwarded to the HST Operations Manager for resolution.
4. The IPT forwards the recommendation for approval of the accepted requirements to the HST Operations Manager for signoff. The unresolved issues will be handled through the change process upon resolution (if determined the requirements are needed).

Approval

1. The HST Operations Manager signs the requirements package
2. The requirements are baselined in MUGSy.
3. Notification is published to the HST community.

Requirements Checklist

9/26/96

For each requirement in the attached list, use the following checklist to indicate the requirement's status.

- 1) CCS requirement? If the requirement doesn't belong in CCS at all, mark status NotCCS (NO).
- 2) Right area? If the requirement belongs in another CCS area (i.e. not your area), indicate the area (e.g. FEP, CMD, DMG).
- 3) Duplicate? If the requirement duplicates another legacy requirement, indicate which requirement and mark status DELETE (DEL). If the requirement duplicates (or is basically covered by) one of your written (derived) requirements, indicate on your requirement the legacy system and source ID (for traceability purposes), and mark the legacy requirement status as DUPLICATE (DUP).
- 4) Needs rewording? If the requirement is needed but needs to be reworded, mark status REWORD (R). Requirement rewording should follow the attached standard.
- 5) As Is? If the requirement is acceptable as written, mark status AS IS (A).
- 6) Don't know? If you don't know what to do with this requirement, leave status blank.
- 7) Level? If you can identify the level that this requirement belongs at (i.e. Level 1, 2, or 3), indicate the level in the status field (L1, L2, L3).
- 8) TDA process? If you can identify which TDA process this requirement should be linked to, indicate the process name (or number) under TDA Process. The process should be at the level specified in Step 7.

Summary

Checklist Item	Status
Not CCS requirement	NO
Wrong area	Indicate CCS area
Duplicate legacy	DEL
Covered by derived requirement	DUP
Needs rewording	R
Level	L1, L2, or L3
Acceptable as is	A
Don't know	<blank>